

Recommended Template Format Sections

- Title
- Creation
 - Date (the date when the template was first drafted)
 - Author (the person(s) who provided input into the template)
 - Email address (www.dds.ca.gov/HippaSecurity)
- Revision
 - Date (Using the comments by the Security/Privacy workgroup, indicate the date showing when this template was revised)
 - Revision Author (the person(s) who revised the template)
 - Phone number
 - Email address
- Introduction (explain the idea of template and its benefits)
- Purpose (briefly describe the purpose)
 - Specific HIPAA requirements/standards addressed (explain HIPAA requirements for this template)
 - Areas that template should be utilized (explain what the template will cover and/or not cover as it applies to the business needs)
 - Cite any pertinent references (cite the source of information for this template)
- Assumptions (what are the current business practices that are already in place in accordance with HIPAA)
- Pre-requisites (what are the business requirements or resources to comply with the HIPAA regulations in this template)
- Constraints (what are the barriers that prevent compliance with the HIPAA regulations in this template)
- Dependencies (what business practices need to be in place)
- Process (To be determine by each department, agency, entity, etc.)
- Procedures
 - ⊖ Preventive measures (identify pitfalls and list steps to prevent noncompliance – our expertise in each team will analyze and list them)
 - Guidelines (this can be a set of procedures relating to the template - many brief, specific or generalized steps)
- Accessibility of information (Template location)
- Monitoring Compliance criteria (what are the key elements to ensure compliance level; what auditing steps should be in place; indicate who should be responsible for updating and maintaining the template)
- Enforcement (what chain of command or internal control are responsible for enforcement of such rules)
- Penalties for non-compliance
 - HIPAA (cite the reference regarding penalties)
 - State (cite the reference regarding penalties)

- Federal (cite the reference regarding penalties)
- Disclaimer (add this statement to your template – The information in this template is for general information purposes only. It is not intended to provide legal advice to any entity. Please consult with your Legal Counsel before taking any action based on information appearing on this template.)
- Approval policy (Follow policy approval process)
- Glossary of terms (list only the specific terms in this template)